



STATE BOARD OF EQUALIZATION
PROPERTY AND SPECIAL TAXES DEPARTMENT
450 N STREET, SACRAMENTO, CALIFORNIA
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0064
916 445-4982 • FAX 916 323-8765
www.boe.ca.gov

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No. 2004/025

April 29, 2004

TO COUNTY ASSESSORS:

SPECIAL TOPIC SURVEY
CHANGE IN OWNERSHIP AND NEW CONSTRUCTION

The enclosed publication is a Special Topic Survey on change in ownership and new construction. This survey summarizes current information about statewide assessment practices and procedures used by county assessors in identifying transfers of real property that result in changes in ownership and transfers of interests in legal entities that result in changes in ownership of the real property owned by those legal entities; tracking joint tenancy transfers; and documenting taxpayer and legal entity reporting requirements. This report also summarizes how assessors discover new construction, assess construction in progress on the lien date, determine what constitutes assessable new construction under the law, and identify property excluded from new construction reassessment.

The primary source of information for this report was a questionnaire regarding current assessment practices and procedures for discovering and administering change in ownership and new construction. The questionnaire was mailed to all 58 county assessors on July 18, 2003; 42 assessors responded to the questionnaire.

This report will be posted on the Board's Web site at www.boe.ca.gov/proptaxes/sptscont.htm. Additional hard copies are also available from the Assessment Policy and Standards Division at (916) 445-4982.

The Board authorized publication of this Special Topic Survey on April 13, 2004. If you have any questions regarding this report, please contact Glenna Schultz at (916) 324-5836 or e-mail glenna.schultz@boe.ca.gov.

Sincerely,

/s/ David J. Gau

David J. Gau
Deputy Director
Property and Special Taxes Department

DJG:grs
Enclosure